
Air Quality –18 Creation of Emission Reduction Credits Application

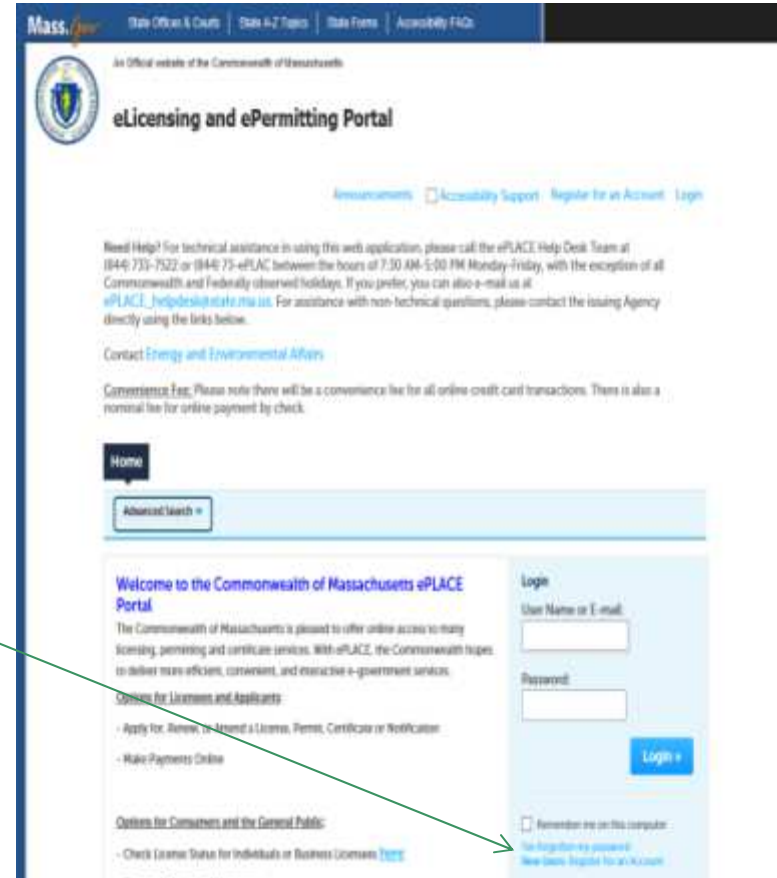
MassDEP, Bureau of Air & Waste



EEA ePLACE Portal

How to Apply

- Create or Log in to Account in eLicensing
- First time users click here
- Be sure to provide full name, address and contact information when setting up your account.

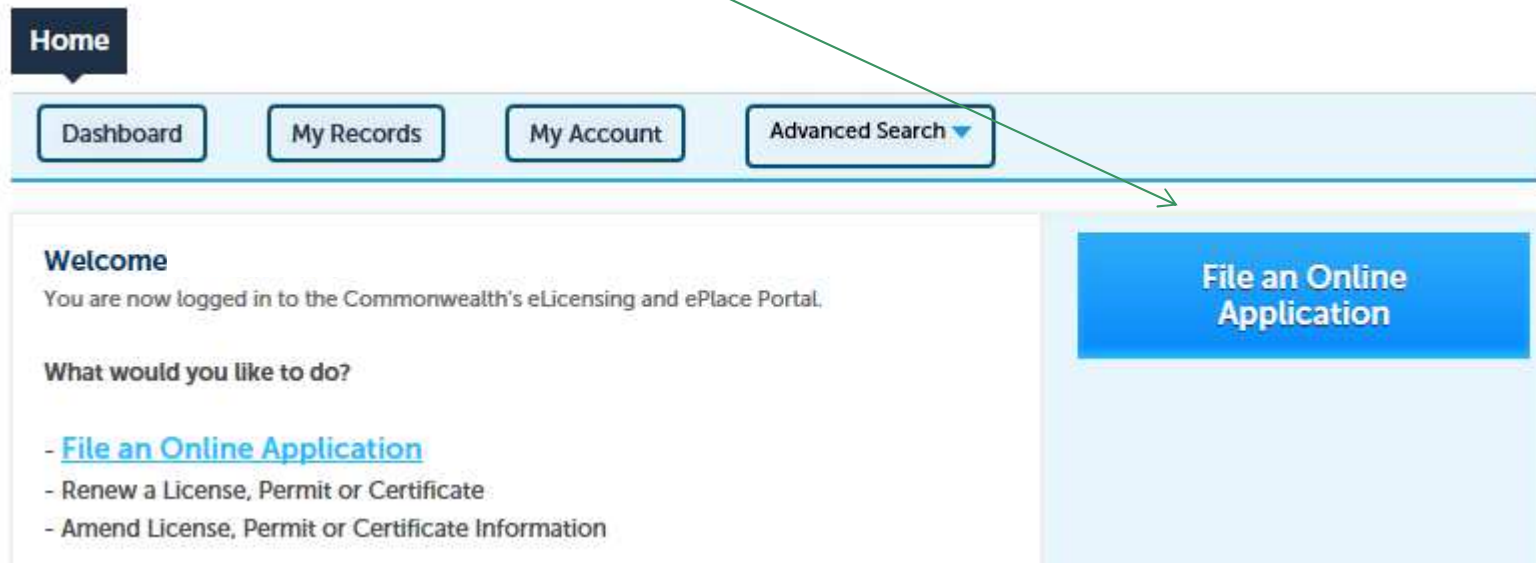


The screenshot shows the 'eLicensing and ePermitting Portal' for the Commonwealth of Massachusetts. The page includes a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below the header, there are links for 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Login'. A 'Need Help?' section provides contact information for the ePLACE Help Desk Team. A 'Contact Energy and Environmental Affairs' link is also present. A 'Convenience Fee' notice is displayed. The main content area features a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message, a search bar, and a 'Login' section with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. Below the login section, there are links for 'Options for Consumers and the General Public' and a 'Check License Status for Individuals or Business Licenses' link. A green arrow points from the text 'Be sure to provide full name, address and contact information when setting up your account.' to the 'New Users Register for an Account' link.



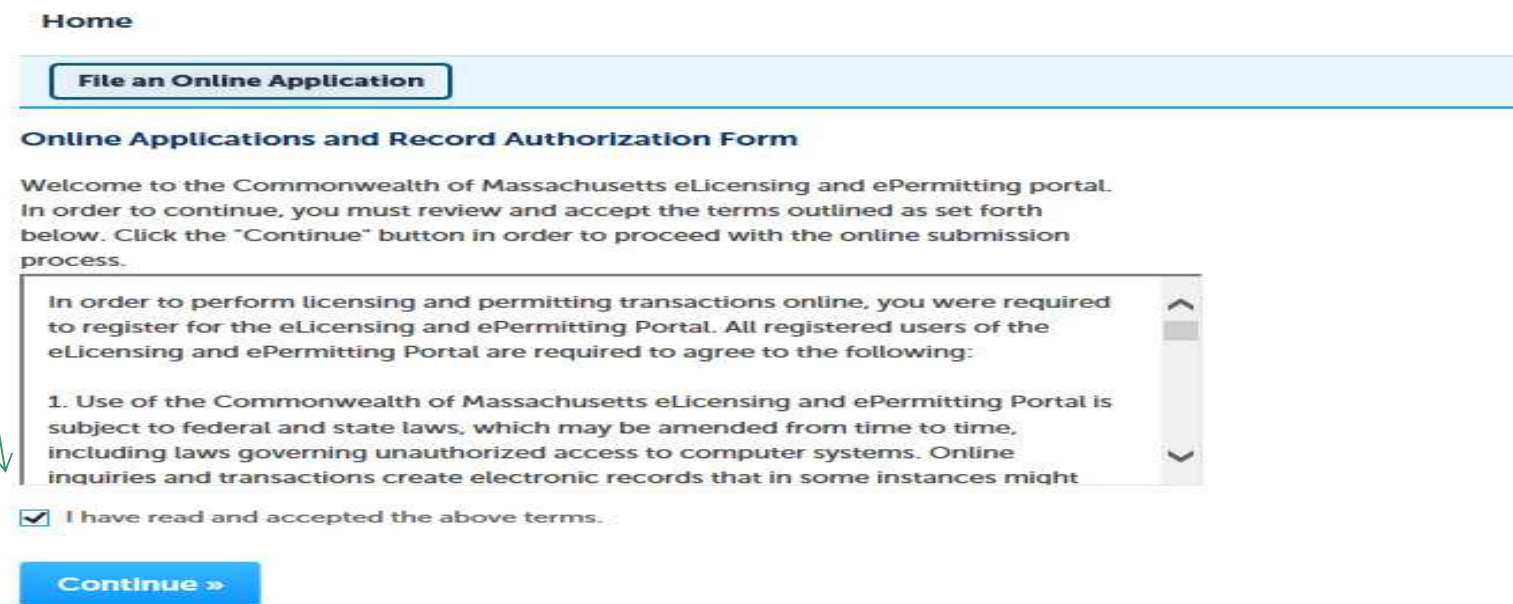
File an Online Application

- Click here to start



File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox, then click “Continue”



Home

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

Continue »



File an Online Application

- Click on “Energy and Environmental Affairs”
- Choose “Apply for a DEP Authorization”


Home

[File an Online Application](#)

eLicensing and ePermitting Online Services

New Applicants and Consumers:
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:
Click Home and use the “My Records” tab to renew or amend a license or permit. If your license or permit is not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

 [Search](#)

▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**

- ☒ Apply for a DEP Authorization
- ☐ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

▶ [Link Your Account](#)

[Continue »](#)



EEA ePLACE Portal

File an Online Application


- Select AQ18 – Creation of Emission Reduction Credits Application, then click “Continue Application”

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 [Search](#)

▼ Air Quality (AQ)

- ☐ AQ 50% or 25% Facility Emission Cap Application
- ☐ AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- ☐ AQ01 - Limited Plan Approval for Process Emission Unit(s) Application
- ☐ AQ02 - Comprehensive Plan Crematory Application
- ☐ AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application
- ☐ AQ02/03 – Non-Major/Major Comprehensive Plan Approval Process Application
- ☐ AQ08A/B/22 - Emission Control Plan Application
- ☐ AQ09 - Restricted Emission Status Application
- ☐ AQ14/AQ12 - Operating Permit Application
- ☒ AQ18 - Creation of Emission Reduction Credits Application
- ☐ AQ30 - CO2 Budget Emission Control Plan Application
- ☐ AQ33 - LPA/CPA Consolidation Application
- ☐ AQMM - Modeling Submittal Application

▶ Drinking Water (DW)

▶ Hazardous Waste (HW)

▶ Solid Waste (SW)

▶ Toxic Use Reduction (TUR)

▶ Waste Water Management (WWM)

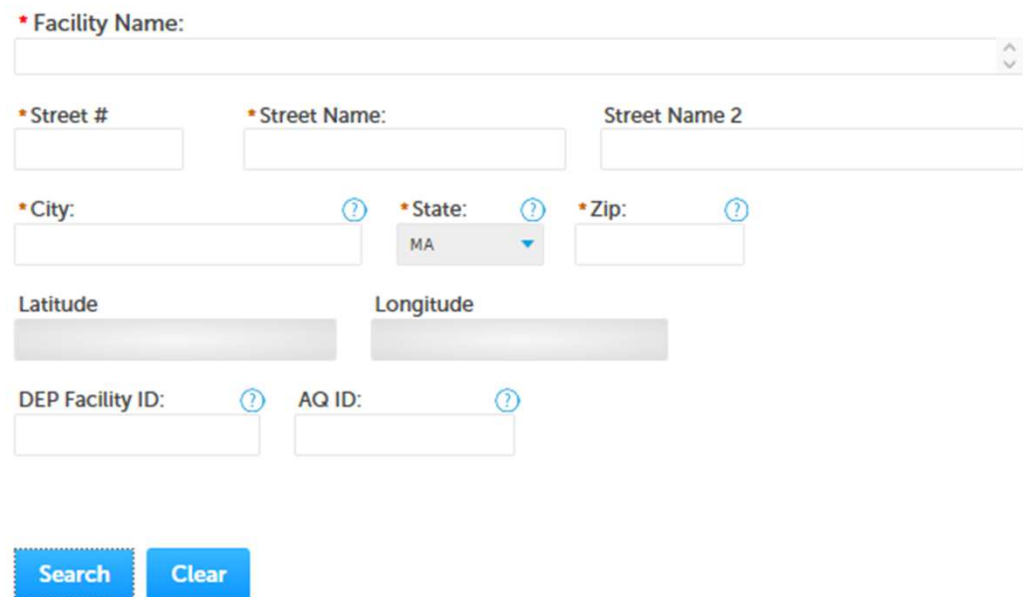
[Continue Application »](#)



EEA ePLACE Portal

Facility Information

- Search for an existing facility by entering the name or address and click “Search”.
- If not found, click “Clear” and enter different or fewer criteria
- If still not found, add as new by typing in the facility information as required (see red asterisk)



A screenshot of a web form titled "Facility Information". The form contains several input fields: "Facility Name:" (with a red asterisk), "Street #", "Street Name:", "Street Name 2", "City:", "State:" (a dropdown menu showing "MA"), "Zip:", "Latitude", "Longitude", "DEP Facility ID:", and "AQ ID:". Each field has a small blue question mark icon to its right. At the bottom of the form are two blue buttons: "Search" and "Clear". A green arrow points from the "Clear" button in the list of instructions to the "Clear" button on the form.



Facility Information

- Based on what you have searched for, a list will be returned with all possible matches.
- In the example here the search was for a street named “Hampden”
- Click on the button to the right of the facility you are seeking and click “Select” or
- Click “Cancel and search again



portion of the name in the "Name" box and click on "Search". Your search will return a li

Facility(s)

Showing 1-12 of 12

Facility Name Address
<input type="radio"/> HAMPDEN 625 MAIN ST HAMPDEN MA 01036
<input type="radio"/> HAMPDEN AUTO BODY 224 MAIN ST HAMPDEN MA 01036
<input type="radio"/> HAMPDEN COUNTRY CLUB 128 WILBRAHAM RD HAMPDEN MA 01036
<input type="radio"/> HAMPDEN COUNTY JAIL 0 GEORGIA ST LUDLOW MA 01056
<input type="radio"/> HAMPDEN COUNTY SHERIFFS DEPT CORRECTION 627 RANDALL RD LUDLOW MA 01056
<input type="radio"/> HAMPDEN ENGINEERING CORP 99 SHAKER RD EAST LONGMEADOW MA 01028
<input type="radio"/> HAMPDEN FENCE SUPPLY INC 80 INDUSTRIAL LN AGAWAM MA 01001
<input type="radio"/> HAMPDEN GAS MART INC 562 WESTFIELD ST WEST SPRINGFIELD MA 01089
<input type="radio"/> HAMPDEN HIGHWAY DEPARTMENT 589 MAIN ST HAMPDEN MA 01036
<input type="radio"/> HAMPDEN PAPERS INC 100 WATER ST HOLYOKE MA 01040
<input type="radio"/> HAMPDEN PONDS REALTY LLC 95 NEW BROADWAY WESTFIELD MA 01085
<input type="radio"/> HAMPDEN TRADING INC 33 COMMERCIAL DR HAMPDEN MA 01036

<

Select Cancel

Facility Information: Owner

- Click “Look Up” to find Facility Owners already registered with DEP
- If the owner is not already in the system, click “Add New”

Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New](#)[Look Up](#)

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

[Continue Application »](#)[Save and resume later](#)

EEA ePLACE Portal

Facility Information: Owner Lookup

- If you chose to look up the owner:
 - ▶ Search for the owner by adding the name or other information then clicking “Look up”
 - ▶ If your owner does not come up, click “Clear” and try again

Look Up Contact

Contact Type: ?

--Select--

First Name:

Middle Name:

Last Name:

Name Of Organization: ?

Contact Person:

Telephone #:

E-mail:

Look Up

Clear

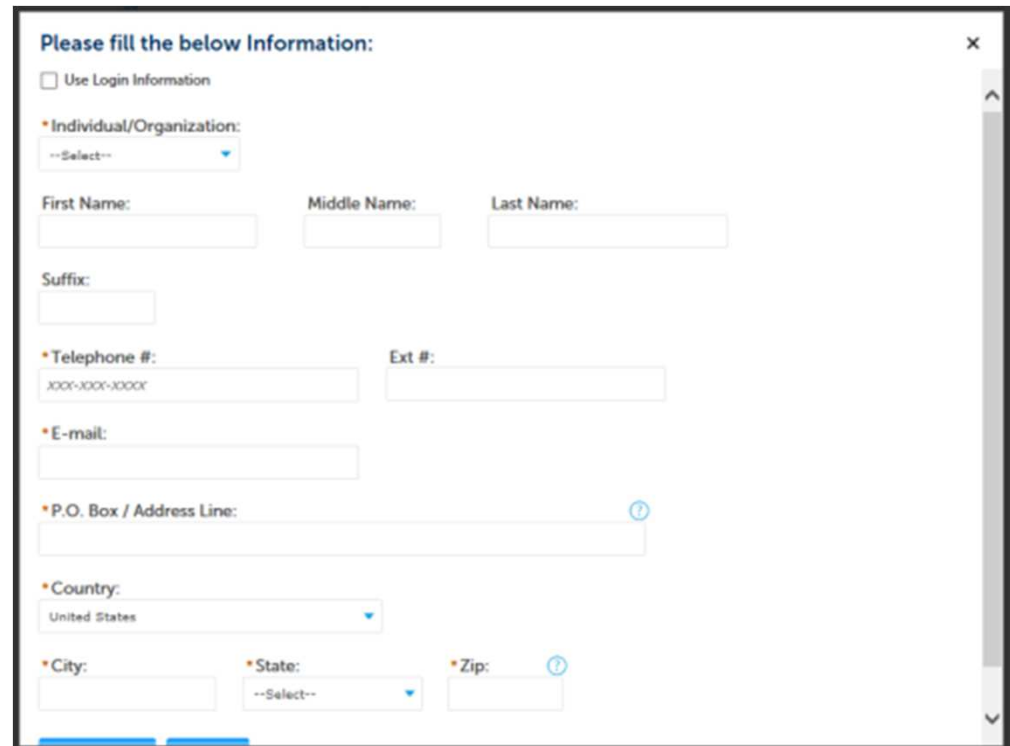
Cancel



EEA ePLACE Portal

Facility Owner: Add Owner

- If you clicked “Add Owner”
 - ▶ Indicate if the owner is an individual or an organization
 - ▶ Provide all information in the new window that opens and click
 - ▶ If the owner information matches your login information, check the “Use Login Information” box
 - ▶ Click “Continue”



The screenshot shows a web form titled "Please fill the below Information:". At the top, there is a checkbox labeled "Use Login Information". Below this, a dropdown menu is labeled "Individual/Organization:". The form then contains several input fields: "First Name:", "Middle Name:", "Last Name:", "Suffix:", "Telephone #:" (with a placeholder "xxx-xxx-xxxx"), "Ext #:", "E-mail:", "P.O. Box / Address Line:", "Country:" (with a dropdown menu showing "United States"), "City:", "State:" (with a dropdown menu labeled "--Select--"), and "Zip:". There are also small blue question mark icons next to the "P.O. Box / Address Line:" and "Zip:" fields. The form is enclosed in a window with a close button (X) in the top right corner and a scrollbar on the right side.



Facility Information: Owner

- When you've successfully added an "Owner," click "Continue Application"

AQ18 - Creation of Emission Reduction Credits Application

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Step 1: Facility Information > Page 2 of 2

* indicates a required field.

Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

Add New

Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	Edit/View Delete

Continue Application »

Save and resume later



EEA ePLACE Portal

Application Information

- Indicate each pollutant from a stationary source that you want Emission Reduction Credits (ERC) for
- Indicate each strategy you will use to generate ERC credits
- Click “Continue Application”

Step 2: Application Information > Page 1 of 11

Instructions

This application is used to apply for Emission Reduction Credits (ERC) for stationary sources. If you wish to apply for ERC for on-road mobile sources or stationary area sources, please contact MassDEP.

* indicates a required field.

ERC Pollutants

VOC:

☐

CO:

☐

NOx:

☐

ERC Generation Strategy

Shutdown:

☐

Early Implementation:

☐

Other:

☐

Curtailement:

☐

Overcontrol:

☐

Continue Application »

Save and resume later



EEA ePLACE Portal

Application Information: Credits

- Open each dropdown menu to indicate the type of
 - ▶ Credit
 - ▶ Certification
 - ▶ Season of Credit Generation
- Click “Continue Application”

Home

DEP Applications

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Step 2: Application Information > Page 2 of 11

* indicates a required field.

Type of Credit

*Type of Credit: ?
--Select--

Type of Certification

*Type of Certification: ?
--Select--

Season of Credit Generation

*Season of Credit Generation:
--Select--

Continue Application »

Save and resume later



Application Information: Equipment

- Describe each piece of equipment that will be affected
 - ▶ Click “Add a Row” for each piece of equipment

AQ18 - Creation of Emission Reduction Credits Application

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Step 2: Application Information > Page 3 of 11

* indicates a required field.

Affected Equipment

Affected Equipment

Showing 0-0 of 0

EU#	Type of Equipment	Manufacturer	Model#	Installation Date	DEP Approval #	DEP Approval Date	Pollutant
No records found.							

Add a Row ▼

Edit Selected

Delete Selected

Continue Application »

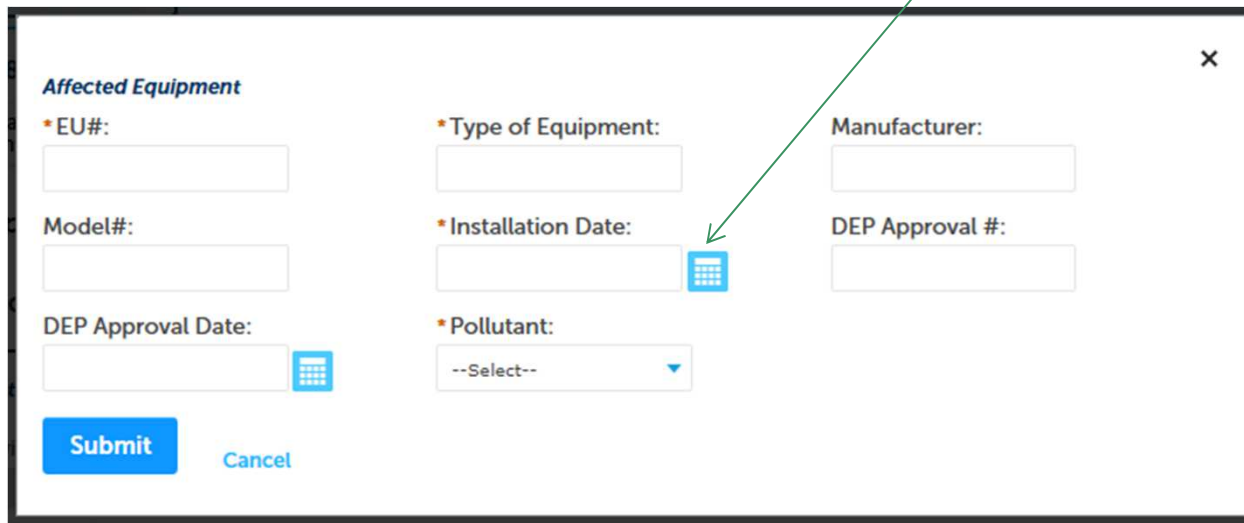
Save and resume later






EEA ePLACE Portal

Application Information: Equipment

- Provide all requested information for the equipment
 - ▶ You can use the calendar icons to select dates from a calendar
- Click “Submit”



Affected Equipment [X]

* EU#: <input type="text"/>	* Type of Equipment: <input type="text"/>	Manufacturer: <input type="text"/>
Model#: <input type="text"/>	* Installation Date: <input type="text"/> 	DEP Approval #: <input type="text"/>
DEP Approval Date: <input type="text"/> 	* Pollutant: --Select-- 	



Application Information: Equipment

- When all equipment has been added, click “Continue Application”

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Step 2: Application Information > Page 3 of 11

* indicates a required field.

Affected Equipment

Affected Equipment

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Type of Equipment	Manufacturer	Model#	Installation Date	DEP Approval #	DEP Approval Date	Pollutant	
<input type="checkbox"/>	02	boiler	Boilers RUS	AB-1235_6789	01/01/2017	MBR-11-RES-001	01/01/2017	VOC	Actions ▾

Add a Row ▾ Edit Selected Delete Selected

Continue Application » Save and resume later



Application Information: Base Years

- Baseline emissions are based on emissions from 2 consecutive years within the last 5 years
- Provide the baseline years
 - ▶ Format: YYYY-YYYY
- Click “Continue Application”

Step 2: Application Information > Page 4 of 11

* indicates a required field.

Base Years

Baseline Emissions are based on the average of the most recent two calendar years. If you wish to use a different consecutive two year period within the last 5 years, attach an explanation of why a different two year period was representative of normal operations.

* Base Years:

Continue Application »

Save and resume later



EEA ePLACE Portal

Application Information: Baseline Information

- Add a row for each piece of baseline information
 - ▶ Baseline Capacity Utilization: Average historical capacity used, expressed as a decimal
 - ▶ Baseline Hours of Operation: average hours of operation per year
 - ▶ Baseline Emission Rate: Pounds per hour of average historical emissions



EEA ePLACE Portal

Step 2: Application Information > Page 5 of 11

* indicates a required field.

Baseline Capacity Utilization

BASELINE CAPACITY UTILIZATION

Baseline Capacity Utilization (CU) is based on the average historical value for the two year baseline period expressed as a decimal value with 1.0 being 100% and 0.5 being 50% capacity utilization.



For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click "Edit Selected", to enter the required information.

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Allowable Capacity Utilization (Average Hourly)	Actual Capacity Utilization (Average Hourly)	Baseline Capacity Utilization (Average Hourly)	Actions
<input type="checkbox"/>	02				

Edit Selected

Baseline Hours of Operation

BASELINE HOURS OF OPERATION

Baseline Hours of Operation (H) is based on the average historical value for the two year baseline period. Enter the average actual hours of operation for the two year baseline period. For example, if year #1 was 5600 hours and year #2 was 4870 hours, the Average Actual Hours of operation should be 5235.



For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click "Edit Selected", to enter the required information.

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Allowable Hours of Operation	Actual Hours of Operation	Baseline Hours of Operation	Actions
<input type="checkbox"/>	02	8760			

Edit Selected

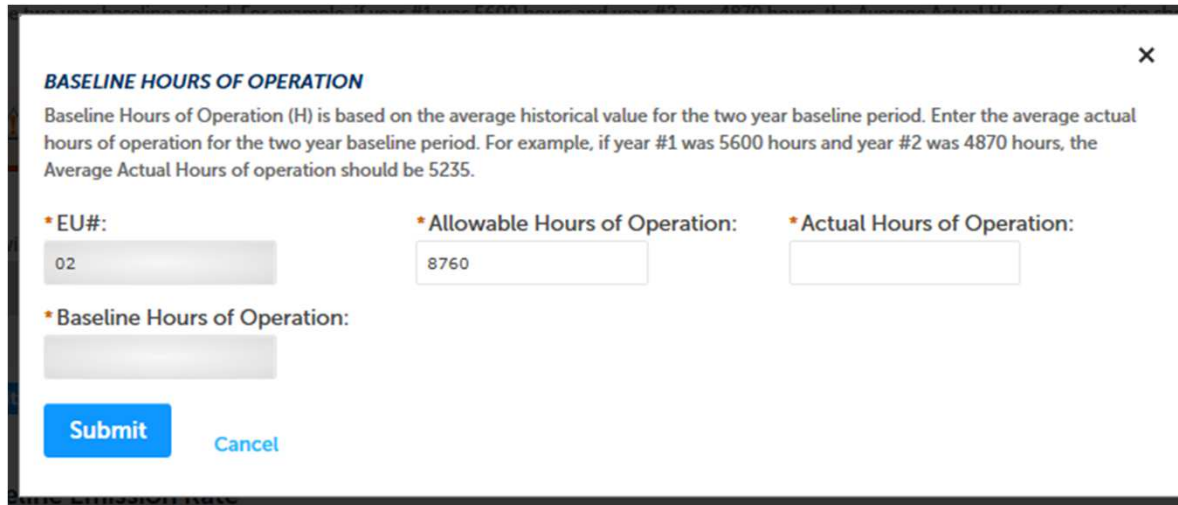
Baseline Emission Rate

BASELINE EMISSION RATE

Baseline Emission Rate (ER) is based on the average historical emission rate converted to and entered as pounds per hour (converted from pounds per ...)

Application Information: Baseline Information

- Add rows to each table to provide requested baseline information. For each table:
 - ▶ Click “Add row”
 - ▶ Provide requested information
 - A red asterisk indicates required information
 - ▶ Click Submit



BASELINE HOURS OF OPERATION ×

Baseline Hours of Operation (H) is based on the average historical value for the two year baseline period. Enter the average actual hours of operation for the two year baseline period. For example, if year #1 was 5600 hours and year #2 was 4870 hours, the Average Actual Hours of operation should be 5235.

*EU#:	*Allowable Hours of Operation:	*Actual Hours of Operation:
<input type="text" value="02"/>	<input type="text" value="8760"/>	<input type="text"/>
*Baseline Hours of Operation:		
<input type="text"/>		



Application Information: Baseline Information

- When all baseline information has been provided, click “Continue Application”

Baseline Capacity Utilization

BASILINE CAPACITY UTILIZATION

Baseline Capacity Utilization (CU) is based on the average historical value for the two year baseline period expressed as a decimal value with 1.0 being 100% and 0.5 being 50% capacity utilization.

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Allowable Capacity Utilization (Average Hourly)	Actual Capacity Utilization (Average Hourly)	Baseline Capacity Utilization (Average Hourly)	
<input type="checkbox"/>	02	1	0.8	0.8	Actions ▼

[Edit Selected](#)

Baseline Hours of Operation

BASILINE HOURS OF OPERATION

Baseline Hours of Operation (H) is based on the average historical value for the two year baseline period. Enter the average actual hours of operation for the two year baseline period. For example, if year #1 was 5600 hours and year #2 was 4870 hours, the Average Actual Hours of operation should be 5235.

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Allowable Hours of Operation	Actual Hours of Operation	Baseline Hours of Operation	
<input type="checkbox"/>	02	8760	6500	6500	Actions ▼

[Edit Selected](#)

Baseline Emission Rate

BASILINE EMISSION RATE

Baseline Emission Rate (ER) is based on the average historical emission rate converted to and entered as pounds per hour (converted from pounds per MMBtu or pounds per day/ month/ year as appropriate). Please attach your calculations to this application when prompted.

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Pollutant	Allowable Emission Rate	Actual Emission Rate	Baseline Emission Rate	
<input type="checkbox"/>	02	VOC	150	100	100	Actions ▼

[Edit Selected](#)

[Continue Application »](#)

[Save and resume later](#)



Application Information: Baseline Emissions

- This table gives baseline emissions calculation for the ERC
- In order to edit the rows:
 - ▶ Check the rows you wish to edit
 - ▶ Click “Edit Selected”
 - ▶ Provide Alternative baseline calculations
- Click “Continue Application”

Home

DEP Applications

AQ18 - Creation of Emission Reduction Credits Application

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Step 2: Application Information > Page 6 of 11

* indicates a required field.

Baseline Emissions

BASILINE EMISSIONS

This table shows the baseline emissions for calculating ERC based on inputs from the previous page. If you wish to propose an alternative method for calculating baseline emissions, please check the box for the appropriate pollutant, and then add an Alternative Baseline Emission. You will be required to attach details in a separate document when prompted.

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Pollutant	Baseline Emission (lbs)	Alternate Baseline Calculation (lbs)	Alternate Baseline Emission (lbs)	
<input type="checkbox"/>	02	VOC	520000			Actions ▼

Edit Selected

Continue Application »

Save and resume later



Application Information: Post Reduction Emission

- Provide a description of the strategy you will use to reduce emissions
- Click “Continue Application”

Step 2: Application Information > Page 7 of 11

* indicates a required field.

Post Reduction Emission

* Describe the overall control strategy, which will be used to reduce emissions, including timelines and schedule for implementation:

[Continue Application »](#)

[Save and resume later](#)



EEA ePLACE Portal

Application Information: Post Reduction Emissions

- Edit each row of the table to provide post reduction emissions information
 - ▶ Check the row
 - ▶ Click “Edit Selected”
- When all information has been provided, click “Continue Application”

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DEP Applications

AQ18 - Creation of Emission Reduction Credits Application

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Step 2: Application Information > Page 8 of 11

* indicates a required field.

Post Reduction Emissions

POST REDUCTION EMISSIONS

For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click “Edit Selected”, to enter the required information.

Showing 1-1 of 1

<input type="checkbox"/>	EU#	Pollutant	Allowable/Actual Post Reduction Emission Rate	Allowable/Actual Post Reduction Capacity Utilization	Allowable/Actual Post Reduction Hours of Operation	Calculation of Post Reduction Emissions	Actions
<input type="checkbox"/>	02	VOC					

Edit Selected

Continue Application »

Save and resume later



Application Information: Emission Reduction

- Indicate if your emission reduction depends on a change at your facility
 - ▶ If you choose yes, you will be asked for your approval number and a description of your plan
- Click “Continue Application”

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DEP Applications

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* indicates a required field.

Emission Reduction

* Does the emission reduction in this application rely on a change at the facility that triggers 310 CMR 7.02?:
☒ Yes ☐ No

If Yes, Indicate Approval #: *

If changes at the facility are planned, but not yet approved, describe plan including Schedule for submittal of plan approval application: *

Continue Application »

Save and resume later



Application Information: Emission Reduction

- The system will calculate the eligible emission reduction for you based on the inputs provided. This will also trigger the fee calculation. To make adjustments, you need to return to the pages where the Baseline and post-Reduction emissions are defined and edit as needed.

AQ18 - Creation of Emission Reduction Credits Application

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Step 2: Application Information > Page 10 of 11

* indicates a required field.

Calculation of Emission Reduction

CALC. OF EMISSION REDUCTION

Showing 1-1 of 1

EU#	Pollutant	Baseline Emission	Post Reduction Emissions	Emission Reduction
02	VOC	520000	0	520000

[Continue Application »](#)

[Save and resume later](#)



EEA ePLACE Portal

Application Information: Useful Life

- Indicate the remaining useful life on your equipment
- Indicate if there will be new or shifted emissions
- Describe your methods of compliance assurance

Step 2: Application Information > Page 11 of 11

* indicates a required field.

Remaining Useful Life

* What is the Remaining Useful Life of the Equipment?:

--Select--

* Did or will implementation of the emission reduction strategy result in new emissions either at the facility or from other sources or will emission shift to another location or facility?:

☐ Yes ☐ No

Method of Compliance Assurance

* Describe in detail, the methods or sources used to verify the baseline emission rate (ER), capacity utilization (CU), hours of operation per day (H), (e.g., stack testing, sampling, mass balance, etc.). Include a detailed description of testing frequency, quality assurance, and quality control. Attach additional documentation as needed.:

* Describe in detail, the methods or sources used to verify the post reduction emission rate (ER), capacity utilization (CU), hours of operation per day (H)(e.g., stack testing, sampling, mass balance, etc.). Include a detailed description of testing frequency, quality assurance, and quality control, use additional paper, if necessary.:

* Describe in detail the type of record which will be kept to verify compliance with post reduction ER, CU, H (e.g., testing/sampling results, hours of operation, etc.) attach documentation, if necessary.:

Continue Application »

Save and resume later



EEA ePLACE Portal

Documents

- Attach all required documents to your application
 - ▶ Review the list of required documents
 - ▶ Click “Browse”

Home

DEP Applications

AQ18 - Creation of Emission Reduction Credits Application

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Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Calculations (Detailed calculation sheets showing the manner in which pertinent quantitative data including calculation of baseline and post reduction emissions were determined)
2. Compliance Plan - Detailed description of the compliance assurance methods that will be employed and or any other supporting information

Attach Documents

When uploading file document(s) the maximum file size allowed is 100 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

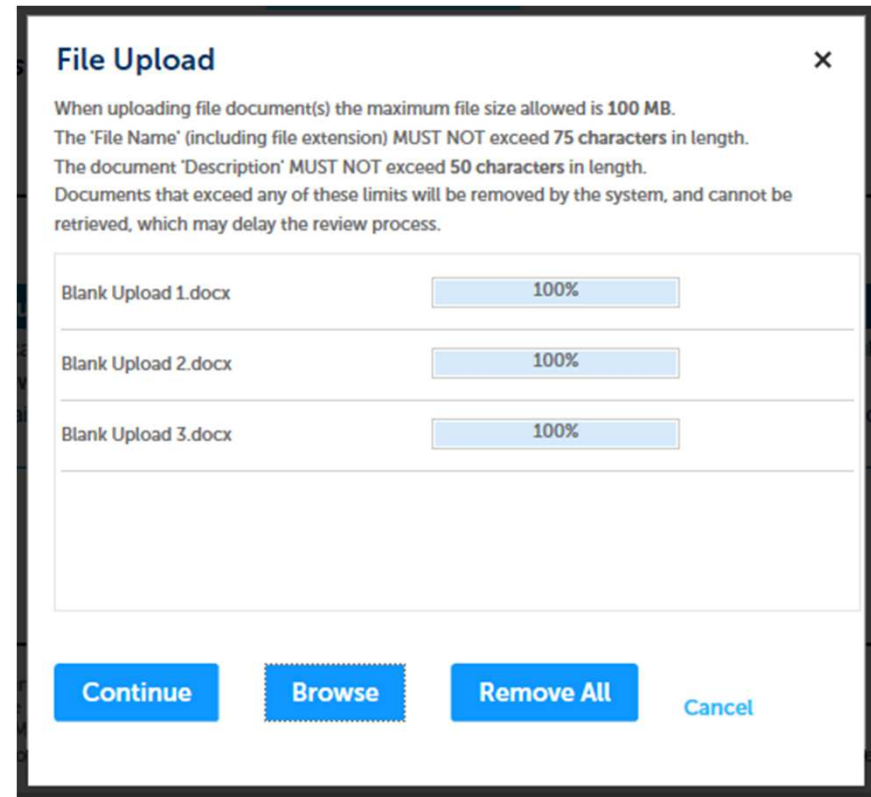
Continue Application »

Save and resume later



Documents

- A file upload window opens
- Click “Browse”
- Choose your documents
- When all documents reach 100%, click “Continue”



The screenshot shows a 'File Upload' dialog box with a close button (X) in the top right corner. It contains instructions: 'When uploading file document(s) the maximum file size allowed is 100 MB. The 'File Name' (including file extension) MUST NOT exceed 75 characters in length. The document 'Description' MUST NOT exceed 50 characters in length. Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.'

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

At the bottom, there are four buttons: 'Continue' (solid blue), 'Browse' (dashed blue), 'Remove All' (solid blue), and 'Cancel' (text link).



Documents

- For each document:
 - ▶ Choose the document type from the “Type” dropdown
 - ▶ Provide a description of the document
- When all documents are described, click “Save”
- Click “Browse” to add more documents
- Click “Continue Application” when all documents are attached and described



Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Calculations (Detailed calculation sheets showing the manner in which pertinent quantitative data including calculation of baseline and post reduction emissions were determined)
2. Compliance Plan - Detailed description of the compliance assurance methods that will be employed and or any other supporting information

Attach Documents

When uploading file document(s) the maximum file size allowed is 100 MB.
The File Name (including file extension) MUST NOT exceed 75 characters in length.
The document Description MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

*Type:

--Select--

Remove

File:

Blank Upload 1.docx

100%

*Description (Maximum 50 characters):

A maximum of 50 characters.

*Type:

--Select--

Remove

Documents

- Review your list of documents
- Click “Continue Application”

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Calculations (Detailed calculation sheets showing the manner in which pertinent quantitative data including calculation of baseline and post reduction emissions were determined)
2. Compliance Plan - Detailed description of the compliance assurance methods that will be employed and or any other supporting information

Attach Documents

When uploading file document(s) the maximum file size allowed is 100 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
Blank Upload 2.docx	Compliance Plan - Detailed description of the compliance assurance methods that will be employed and or any other supporting information	12.26 KB	05/01/2017	Description	Actions ▼
Blank Upload 1.docx	Calculations (Detailed calculation sheets showing the manner in which pertinent quantitative data including calculation of baseline and post reduction emissions were determined)	12.26 KB	05/01/2017	Description	Actions ▼

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



EEA ePLACE Portal

Special Fee Provisions

- If you have a special fee provision, check the appropriate box and provide requested information

AQ18 - Creation of Emission Reduction Credits Application

1	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7
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Step 4: Special Fee Provisions > Page 1 of 1

* indicates a required field.

Special Fee Provisions

Check if applicable:

Exemption: ?

☐

Exclusion (special agreement or policy): ?

☐

Substitution (ASP/IRP): ?

☐

Double Fee for Enforcement: ?

☐

Hardship payment extension request: ?

☐

[Continue Application »](#)

[Save and resume later](#)



EEA ePLACE Portal

Identify the Applicant/ Responsible Official

- A person authorized by the company to certify the notification needs to log in to the application to certify and submit.
- Enter the name of the Responsible Organization, the type of organization (LLC, Corp, Sole proprietor, etc.) and the applicants title within that organization
- Ignore this “Edit or view”- it has been deactivated



EEA ePLACE Portal

Step 5: Applicant and Contributors > Page 1 of 1

* indicates a required field.

Application Contributors

Shown below are all registered users that have viewed, edited and/or signed this application.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 17TMP-004218					Edit/View

Signatory Authority

* Organization Name:

* Source of Signatory Authority:

* Title:

Applicant Information

To review or certify this application, click on the "Continue Application" button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the "Save and resume later" button, and have the applicant log-in to certify.

Applicant Information:

Erin Swallow
1 Winter St.
Boston, MA, 02108
Telephone #: 617-292-5787 Email: erin.swallow@state.ma.us

[Edit or View](#)

[Continue Application »](#)

[Save and resume later](#)

Review and Certification

- Review your application and click “Edit Application” to make changes
- Read the certification statement
- Check the box agreeing to it
- Click “Continue Application”
- ONLY the applicant in whose name the license will be issued can click on this box and certify the application



EEA ePLACE Portal

1 Facility Information	2 Application Information	3 Applicant and Contributors	4 Review	5 Application Submitted
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Step 4: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

If you arrive at this Review page after selecting "Resume Application" from your dashboard, (and then select "Pick up where I left off"), you will need to click on the "Applicant and Contributors" tab at the top of this page, and then click "Continue" to finish submitting this application.

[Edit Application](#)

Facility Information

HAMPDEN PAPERS INC | 100 WATER ST HOLYOKE MA 01040
DEP Facility ID: 130889
DEP Region: WE
AQ ID: 0420181
HW ID: MAD001115526
Facility Record ID: 15-FAC-014867

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
John Smith					Edit/View

Notification Statement

Does your facility already operate with an emissions cap?:

Yes

Restricted Emission Status (RES) Approval

Certify & Submit

- Applicant Information is at the bottom of the review page. This should be the name and contact info for the responsible Official
- The Applicant should read and agree to the certification language provided by clicking on this box

Substitution (ASP/IRP): No
Double Fee for Enforcement: No
Hardship payment extension request: No

Application Contributors

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 17TMP-004218					Edit/View

Signatory Authority

Organization Name: DEP
Source of Signatory Authority: Municipality Or Public Agency
Title: Principal Executive

Applicant Information

Individual
Erin Swallow
1 Winter St.
Boston, MA, 02108
United States

Telephone #: 617-292-5787
E-mail: erin.swallow@state.ma.us

"I certify that I have personally examined the foregoing and am familiar with the information contained in this document and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment"

☒ I agree that I am the Applicant.
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed: 05/01/2017

[Continue Application »](#) [Save and resume later](#)



Application Fee

- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate button to begin

AQ18 - Creation of Emission Reduction Credits Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Pay
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Step 7: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
AQ18 Application Fee	\$12,500.00

\$12,500.00

[Pay Online »](#)

[Pay by Mail »](#)



EEA ePLACE Portal

Pay Online

- If you choose to Pay, you will be brought to this screen
- Provide all payment and billing information
- Accept the terms and conditions
- You will be e-mailed a receipt

MassDEP Department of Environmental Protection
1 Winter Street Boston, Massachusetts 02108
Phone 617-292-5999

There is a 2.35% convenience fee for processing credit card payment(s) and a .35 convenience fee for Electronic Check/ACH online / [ACH FAQ](#)

Payment

You have elected to pay for the following item(s).

Description	Reference ID	Amount
DEP/AQ/Creation of ERC/Application	17TMP-004218	\$12,500.00
		\$12,500.00

Total Convenience Fee Due: \$293.75
Total Amount Due: \$12,793.75

Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

First Name

Last Name

Street

City

State/Territory

Zip

Payment Information

To pay by electronic check, click the ACH tab.

Card Type

Card Number

CVV Code

Expiration
 01 2017

☐ I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount



Pay By Mail

- If you pay by mail, you will be e-mailed instructions
- Please make checks payable to the “Commonwealth of Massachusetts” and include your application # on the check
- You can mail your payment to:
Department of Environmental Protection
PO Box 4062
Boston, MA 02211
- Your application will not be processed until payment is received



Submission Successful

- This message indicates your submission has been completed and provides a record number
- Check your e-mail – you should receive a confirmation message


Home

DEP Applications

AQ18 - Creation of Emission Reduction Credits Application

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Step 1: Facility Information > Page 1 of 2

 Successfully Completed.

Thank you for using our online services. You will need this number to check the status of your application.
Your Record Number is 17-AQ18-000025-APP.

Conditions

Showing 1-2 of 2

Documents - 2 Uploaded
Required Documents
Calculations (Detailed calculation sheets showing the manner in which pertinent quantitative data including calculation of baseline and post reduction emissions were determined)
Required Documents
Uploaded || 05/01/2017

Compliance Plan - Detailed description of the compliance assurance methods that will be employed and or any other supporting information
Required Documents
Uploaded || 05/01/2017



Questions?

- For technical assistance, contact the ePlace Help Desk
 - ▶ Call (844)-733-7522 or (844)-73e-PLAC between 7:30am and 5:00pm Monday – Friday
 - ▶ E-mail ePlace_helpdesk@state.ma.us
- For non-technical questions, contact Marc Wolman
 - ▶ Marc.wolman@state.ma.us
 - ▶ 617-292-5515

